

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

<h1 style="margin:0;">FSIS NOTICE</h1>	49-02	11/21/02
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**PREVENTION OF SEXUAL HARASSMENT
POLICY STATEMENT**

This notice reminds all persons who interact in the official work of the Food Safety and Inspection Service (employees, FSIS contractors, and FSIS-regulated industry personnel) that this Agency is committed to providing a workplace free from all forms of discrimination including sexual harassment. Sexual harassment is a form of sex discrimination and a violation of Title VII of the Civil Rights Act of 1964, as amended. Not only is it unethical and shows unprofessional behavior, it is illegal. Sexual harassment displays many negative characteristics including verbal, physical, and visual conduct that creates an intimidating, offensive, and/or hostile work environment. This conduct interferes with work performance, harms morale, and may result in disciplinary action up to removal.

Discrimination of a sexual nature takes on many forms and includes, but is not limited to:

- Sexually explicit verbal abuse, such as slurs, jokes, statements, gestures, requests for sexual favors, and conversations containing sexual comments.
- Unwelcome sexual flirtation or advances.
- Requests for sexual activity in exchange for favorable treatment or continued employment.
- Inappropriate contacts such as unnecessary, unwelcome, or unsolicited touching, patting, pinching, hugging, grabbing, cornering, or repeated brushing against another person's body.
- Visual displays in the workplace, such as pictures, cartoons, electronic messages, or Internet websites of a sexual nature.

DISTRIBUTION: All Employees	NOTICE EXPIRES: January 1, 2004	OPI: CRD — Program Planning, Analysis and Compliance Branch
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Sexual harassment is not limited to the perceptions of affected parties only. Any person who witnesses and is offended by the inappropriate behavior is affected.

FSIS managers and supervisors are responsible for ensuring that employees work in an environment free of any discrimination, including sexual harassment. They are also required to take prompt and appropriate action against violators. All employees, FSIS contractors, and FSIS-regulated industry personnel **must** fully adhere to this policy.

Place this notice in prominent locations in all FSIS-controlled work sites as a continual reminder that sexual harassment, in any form, is unacceptable behavior and a direct violation of the Federal government's discrimination laws, regulations, and policies. Employees who believe they have been subjected to sexual harassment should seek advice and counsel from their supervisors, Federal Women's Program Manager, EEO Counselor, or the Civil Rights Director.

Contact the Civil Rights Division at 1 (800) 269-6912 or (301) 504-7756 (voice and TDD) for assistance. More information is available from the FSIS Civil Rights Division website at: <http://www.fsis.usda.gov/OM/crd/toc.htm>.



Acting Deputy Administrator
Office of Management